

~~SECRET~~

25X1
X - O + m 2
25X1

DD/P 1-2276

JUN 27 1955

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Paper Work Management Program

1. Your memorandum of 8 April 1955 concerning above subject was not only very timely, but also helpful in connection with the analysis of programs within the Clandestine Services to improve the DD/P Records Management Program, as well as other aspects of paper work management.

2. Paragraph 2 of your memorandum states that, since only 1.8% of the 18,000 cubic feet of records in the Agency Records Center are DD/P records, it would seem to indicate the retention of a large volume of inactive records in active office space. In this connection, consideration apparently was not given to the fact that DD/P has been maintaining a records center in the R&S Building for housing sensitive DD/P records that lend themselves to archival techniques but still are referred to with sufficient frequency that they may not be retired to the Agency Records Center. At the present time, this Records Center in the R&S Building is being used also to store 1,547 boxes of inactive material awaiting shipment to the Agency Records Center upon final completion of the DD/P area of that Center. It is also expected that the DD/P portion (1.8%) of the total inactive records now stored in Rosslyn will be moved to the DD/P area in the new Agency Center.

3. For your information in connection with our Records Management Program within DD/P, the following actions have been or are being taken in collaboration with representatives of the Management Staff as required:

a. Periodic surveys are made by the DD/P Records Officer to insure compliance with the Agency Records Management Program, which was published on 6 December 1952, to implement the Agency Records Management Program within DD/P.

25X1A

b. Records control schedules covering records maintained at headquarters by DD/P components have been prepared by the DD/P Records Officer and approved by the Chief, Records Management Division, Management Staff, for publication. Field records control schedules have also been prepared by the DD/P Records Officer and approved by the Management Staff, and are now being processed for formal dissemination.

~~SECRET~~

DD/S Subject

~~SECRET~~

- 2 -

25X1A9A

c. [redacted] Management Staff, is presently participating in a survey of RI for the purpose of determining feasibility of machine applications for CS records operations. Interim results of this survey were discussed at a recent DD/P Staff Meeting and were not only approved in principle, but also were enthusiastically received.

d. [redacted] " inaugurated a program for the evaluation of the documents held at the Agency Records Center for adequacy, currency, and general usefulness. In addition, as a result of Operation Alert 1955, greater emphasis will be placed on certain phases of the Clandestine Services Vital Documents Program.

e. The Chief, RI, furnishes the SSA-DD/S periodic reports pertaining to the DD/P Records Management Program. A copy of the 2 May 1955 report is attached.

4. Regarding paragraph 6 of your memorandum, representatives of the Management Staff have been most helpful in furnishing policy guidance and machine records assistance requested in connection with the DD/P Records Management Program. We appreciate this support and can assure you that we will not hesitate in the future to call on the Management Staff to provide necessary assistance in the implementation of Clandestine Services paper work management programs. In this connection, we feel that further policy guidance and assistance could be provided by the Management Staff through the development at an early date of appropriate Agency Regulations and procedures, or revisions of such Regulations and procedures as now exist, pertaining to records management, forms control, and reports control, as well as other management improvement programs.

[redacted]

Executive Officer, DD/P

25X1A9A

Attachment
Report from Chief, RI

~~SECRET~~